Ministry of Labour

e - Forms User Manual

(New Labour Card)

Copyrights reserved by MOL

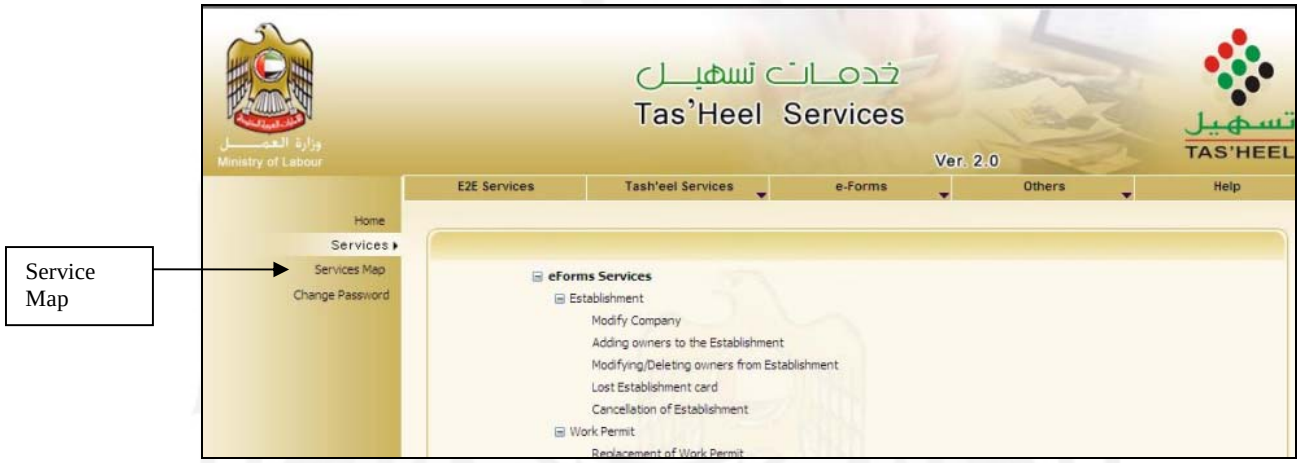
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and the choose Sponsorship Cancellation.

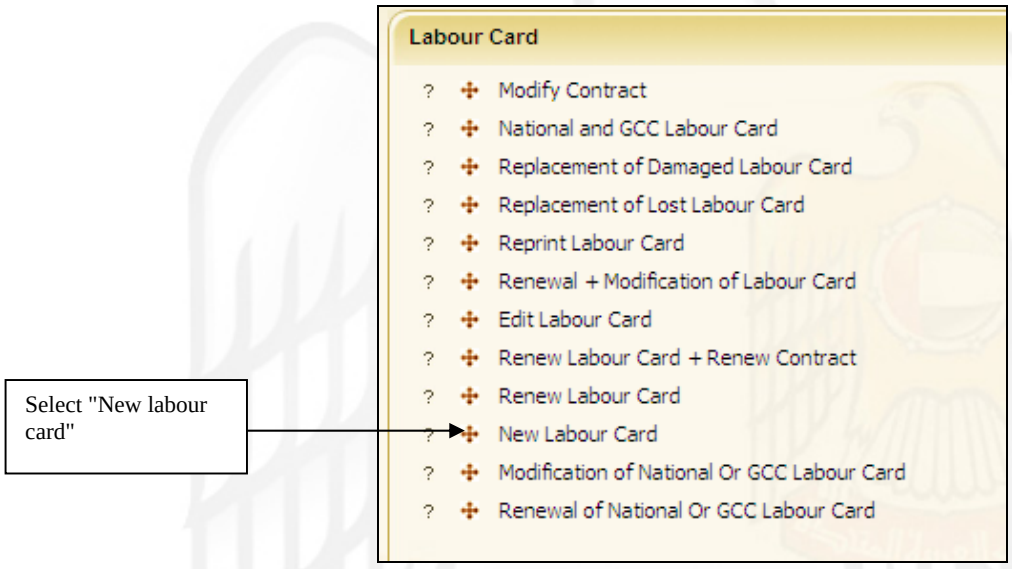
New Labour Card

Introduction

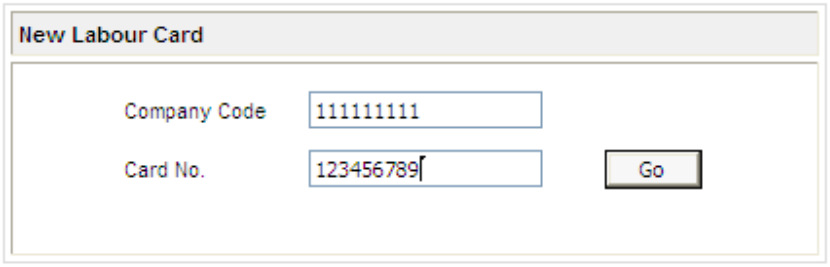
New labour card service is use to apply for a labour card for a new employee by a company.

Functional description

- Click on "New Labour card".

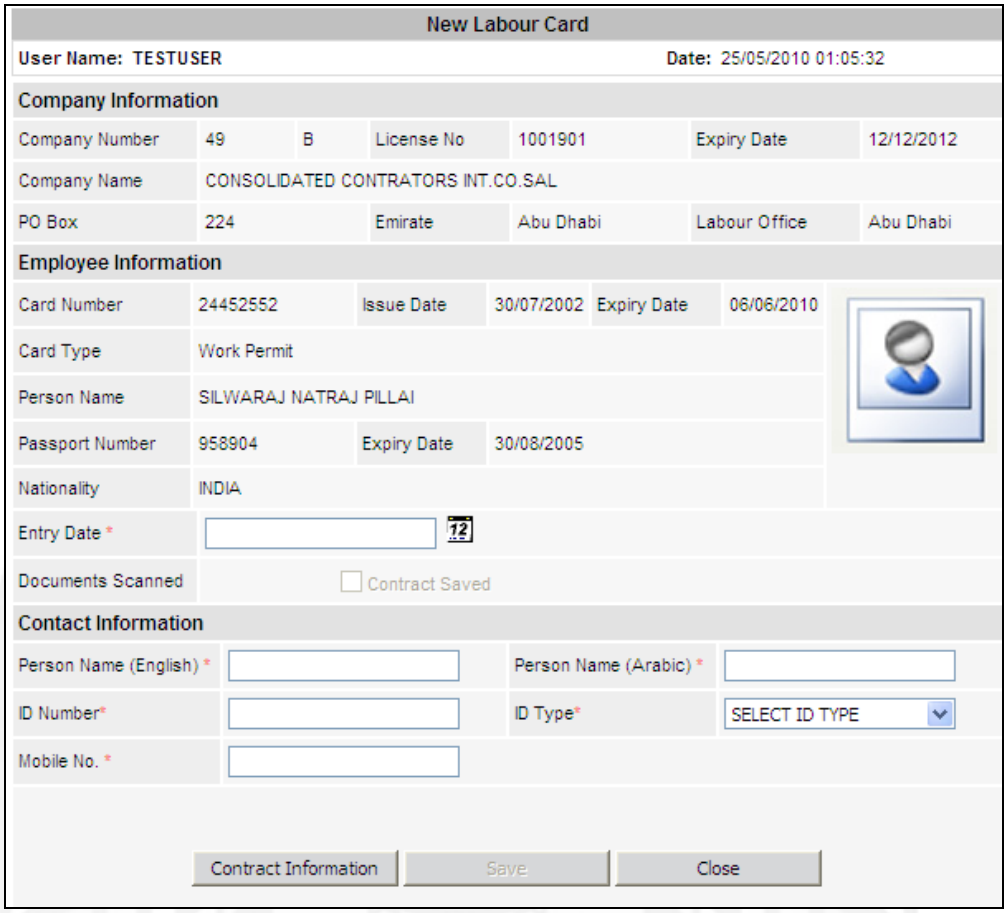

Select "New labour card"
Labour Card
Modify Contract
National and GCC Labour Card
Replacement of Damaged Labour Card
Replacement of Lost Labour Card
Reprint Labour Card
Renewal + Modification of Labour Card
Edit Labour Card
Renew Labour Card + Renew Contract
Renew Labour Card
New Labour Card
Modification of National Or GCC Labour Card
Renewal of National Or GCC Labour Card

- Enter company code, work permit No. and press "GO".



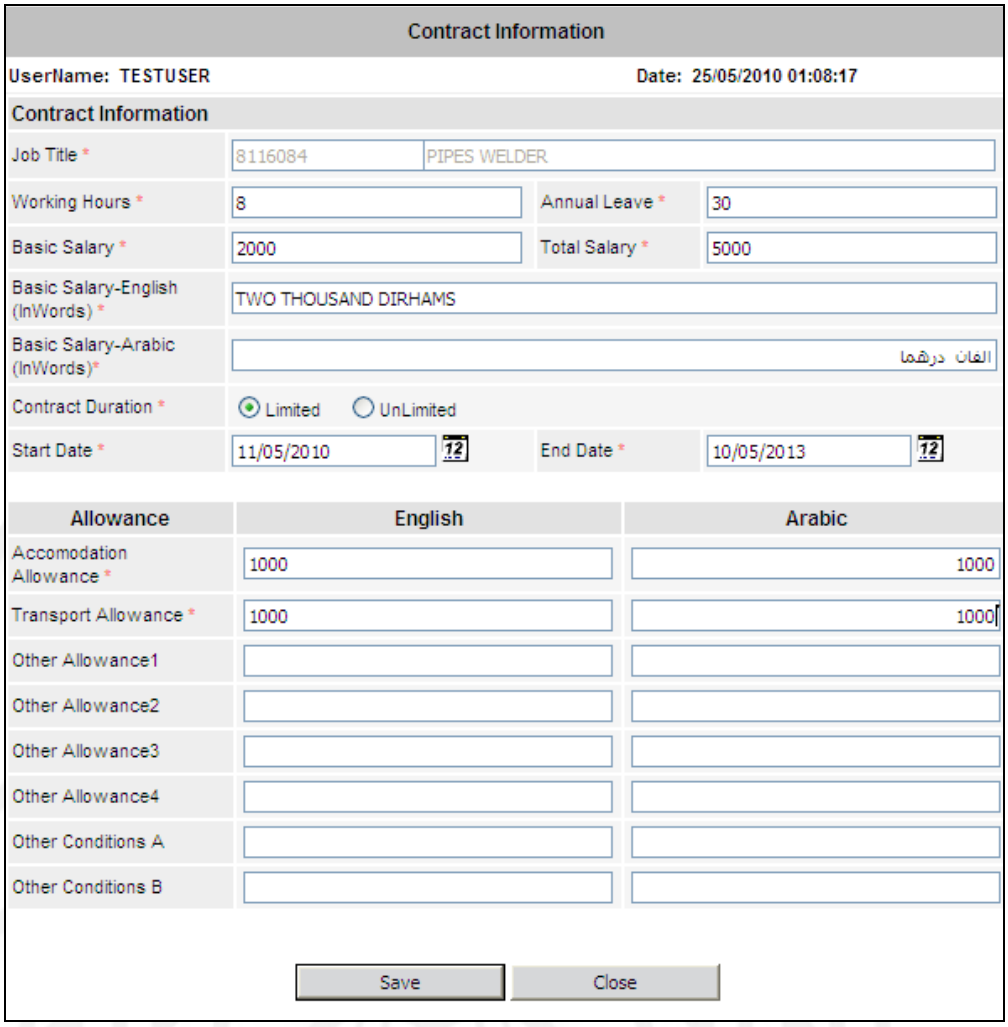
- On clicking "GO" a form is displayed that needs to be completed.
- Fields with (*) are mandatory and needs to be filled.
- Enter date should be more than Work permit issue date and less than today's date.

Copyrights reserved by MOL



- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Complete contract information of the employee filling the contract form.

Copyrights reserved by MOL



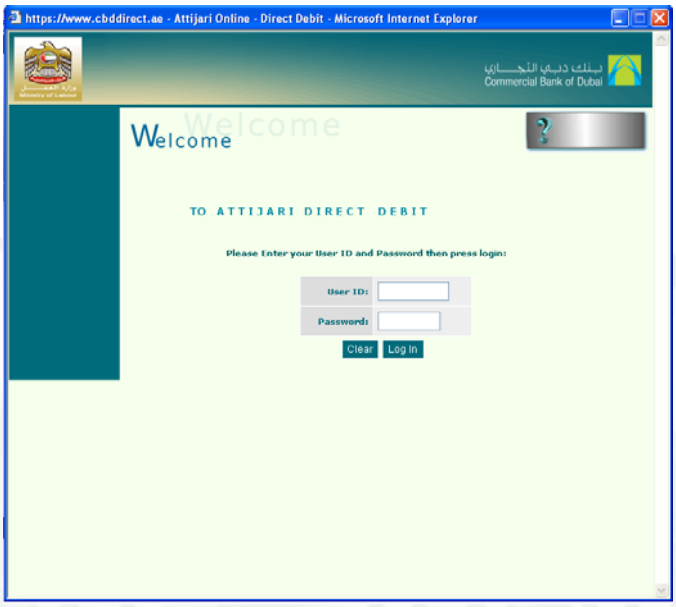
- Annual Leave, Basic Salary should be more than"0"
- Total salary should be more than the basic salary.
- Limited contract should have a start and end date; unlimited contract requires only a start date.
- Contract start date should be between entry date and today's date and contract end date should not be more than 3 years from the contract start date for limited contract.
- Educational contracts (eg. For teachers) will have an additional contract page in the print receipt giving details of their job terms and condition.
- Accommodation and transportation allowance are mandatory to be filled.
- Complete and save the form.
- Scan and attach the following documents.

1. Applicant photo

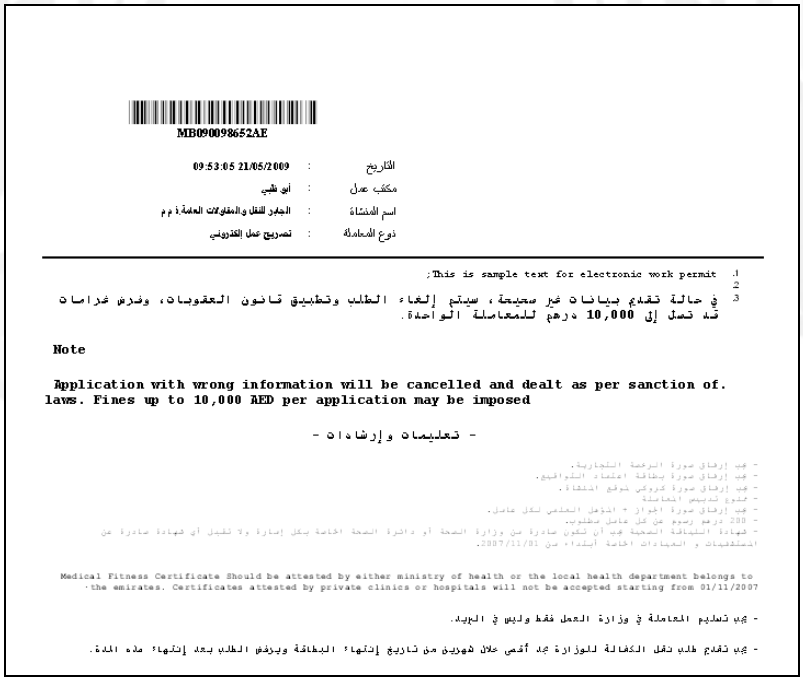
- If you are unable to scan, please visit

http://www.eservices.mol.gov.ae/molforms/help/usermanual.htm

- After scanning all the documents, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.


https://www.cbddirect.ae - Attijari Online - Direct Debit - Microsoft Internet Explorer
Commercial Bank of Dubai
Welcome
TO ATTIJARI DIRECT DEBIT
Please Enter your User ID and Password then press login:
User ID:
Password:
Clear
Log In

- On completion of payment you will receive a receipt which needs to be given to the customer.


MB0900986S2AE

09:53:05 21/05/2009 : التاريخ
أبو ظبي : مكتب عمل
الجدر للنقل والمقاولات العامة.ذ م م : اسم المنشأة
تصريح عمل الكتروني : نوع المعاملة

1. This is sample text for electronic work permit;
2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قد تصل إلى 10,000 درهم للمعاملة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of. laws. Fines up to 10,000 AED per application may be imposed

- تعليمات و إرشادات -

- يجب إرفاق صورة الرخصة التجارية.
- يجب إرفاق صورة بطاقة اعضاء الموقعين.
- يجب إرفاق صورة كروكي بموقع المنشأة.
- نموذج تدبيس المعاملة
- يجب إرفاق صورة الجواز + الدخول المتعدي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و العيادات الخاصة أبتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في البريد.

- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt